

RJ
14/6/61

CONFIDENTIAL

CONFIDENTIAL REPORT OFFICERS CANADIAN ARMY (REGULAR)

ZB 7454..... Lt..... GR..... JENKINS..... RCASC.....
Number Rank Initials and Name Decorations Regt or Corps

4 Transport Company RCASC..... Appointment Pl Comd.....
Headquarters or Unit (Pl Comd, Sqn Comd, GSO 2 etc)

Period From 24 Sep 60
of
Report To 30 Apr 61

Periodic.....
Periodic or Special

YOB	P	U	L	H	E	M	S	Date Assigned
38	1	1	1	1	3	N	1	14 Mar. 61.

[Signature]
Signature of Medical Officer

INSTRUCTIONS TO REPORTING OFFICERS

1. The promotion of officers on the basis of merit and the eventual selection of officers to fill the higher ranks in the Army depend on the care and consideration exercised in the completion of this report.
2. Follow carefully the instructions contained in CAO 242-10 and in Annex 1 thereto.

* ~~consider~~ he is physically³ fit. Will be
PART II—REPORT ON OFFICER ~~meeting~~ Part II Exams in 1963.

Report on this officer with particular reference to the characteristics described in Annex 1 to CAO 242-10.
It is not sufficient to use such sentences as "I have nothing to add to my remarks of last year". Each report
must be complete in itself.

Reporting Officer ZP 1189 MAF DL HANNAH
(Regimental number, rank, initials, name in
BLOCK letters)

Lt Jenkins is a tall bespectacled young
officer who has been under my command
since Sep 60. During that period his progress
has continued steadily and he now has had
experience at "Snow CHUTE", Winter Warfare Course at
FC, 1961 concentration and will be in charge of
a bridging platoon at Chillewell BC. I have found
him honest, loyal and conscientious in all his
endeavours. At times he acts a little impulsively and
leaps before he looks. However, this characteristic is
gradually being overcome and Jenkins now tries
to think before acting. I have found Jenkins to be
a very intelligent officer who has a profound sense
of duty to both his superiors and subordinates. He
is receptive to new ideas and is willing to put
forward any suggestions which he feels might
improve the efficiency of the Reg. His performance
at Warrington 1961 (after he got his feet on the
ground) was excellent and I would take him
as a platoon commander at any time. He has
a very cheery disposition and is normally
looking on the bright side. This man amongst
at first was "too full of the milk of human kindness"
that he has reached

CONFIDENTIAL

**CONFIDENTIAL REPORT
OFFICERS
CANADIAN ARMY (REGULAR)**

ZB 7454 Capt G R JENKINS NIL RCASC
Number Rank Initials and Name Decorations Regt or Corps

HQ Central Ontario Area Appointment Career Counsellor
Headquarters or Unit (P1 Comd, Sqn Comd, GSO 2 etc)

Period From 1 Oct 63
of
Report To 30 Sep 64

Periodic
Periodic or Special

YOB	P	U	L	H	E	M	S	Date Assigned
38	1	1	1	1	3	N	1	15 Sep 64

L. J. M. L. M. S.
Signature of Medical Officer

INSTRUCTIONS TO REPORTING OFFICERS

1. The promotion of officers on the basis of merit and the eventual selection of officers to fill the higher ranks in the Army depend on the care and consideration exercised in the completion of this report.
2. Follow carefully the instructions contained in CAO 242-10 and in Annex 1 thereto.

PART II—REPORT ON OFFICER

Report on this officer with particular reference to the characteristics described in Annex 1 to CAO 242-10. It is not sufficient to use such sentences as "I have nothing to add to my remarks of last year". Each report must be complete in itself.

Reporting Officer ZC 2355 Major G E McELROY
(Regimental number, rank, initials, name in
BLOCK letters)

Capt Jenkins is a tall young officer of medium build and with good appearance and bearing. He has served under my command as recruiting officer Armed Forces Recruiting Centre (Army), Hamilton, since 3 Sep 63. Just recently I arranged for him to be moved to the Armed Forces Recruiting Centre, Toronto, in order to take charge of the Army recruiting component there.

During the year he has been on recruiting, he has performed his duties to my satisfaction. He adjusted easily to this type of work due to his congenial nature and ability to get along well with superiors and subordinates in addition to members of the other services and civilians. He expresses himself well both verbally and in writing and has a good understanding of office organization and procedures. I believe him to be loyal, industrious and conscientious about his work.

Capt Jenkins is an ROTP graduate from a civilian university and is well motivated towards an Army career. He has a B Com degree and plans to obtain his master's degree if time and opportunity permit.

His military experience to date includes ~~a~~ postings to the RCASC School, an RCASC field company and to recruiting. He was promoted acting captain effective 19 Aug 64 and is attempting his lieutenant to captain Part II qualifying examinations this Oct. This is his second attempt at this examination and it is suspected that his previous failure was due to an extent to lack of field experience.

Capt Jenkins has requested staff training and employment. I believe he has the potential for this but needs experience. A posting as SC (Q), preferably to a field formation, would be beneficial. Depending upon his performance he could then be considered for staff college. As he is now twenty-six, he should not remain on recruiting duty more than another year at most.

I consider he maintains a good standard of physical fitness. He plays golf regularly and is also interested in other sports.

4
above average in
rank & experience

PART III—RECOMMENDATIONS

(a) PROMOTION—

- (1) Do you rate this officer as outstanding, ie as having characteristics which should bring him to the highest positions in the Army; or do you rate him above, up to, or below the standard for his rank?

Rather above average for his rank and experience. This officer's
potential is difficult to gauge but appears excellent.

- (2) Do you or do you not recommend this officer for promotion? If he lacks formal qualifications, is he otherwise fit for promotion? If you are unable to make a definite recommendation regarding this officer's promotion at the present time state your reasons.

No. Requires formal qualification and experience.

(b) STAFF TRAINING AND PROMOTION—

- (1) If this officer has not attended a staff course, and is not over-age for attendance, state your views on his suitability for staff training.

Considered suitable for staff training. See remarks in Part II this
report.

- (2) If this officer is below the rank of colonel and has not attended a staff course, state your views on his suitability for staff employment.

N/A

(c) APPOINTMENTS—

- (1) State three specific types of appointments that are suitable for this officer in his present rank.

SC (Q) brigade or static HQ

field company RCASC

static company RCASC

- (2) If you have recommended his promotion, state also three specific types of appointments for which this officer would be suitable in the next higher rank.

N/A

- (d) Do you agree with the training or employment requested in Part I?**

Yes. See remarks in Part II this report.

(e) RETIREMENT—

Do you recommend the retirement of this officer? If your answer is "yes", state your reasons:

No.

CONFIDENTIAL

**CONFIDENTIAL REPORT
OFFICERS
CANADIAN ARMY (REGULAR)**

ZB 7454 Capt GR JENKINS RCASC
Number Rank Initials and Name Decorations Regt or Corps

56 CDN Tpt Coy RCASC

Headquarters or Unit

Appointment Movement Control Officer (UNEF)
(P1 Comd, Sqn Comd, GSO 2 etc)

Period From 4 MAY 65
of To 5 APR 66
Report

Periodic

Periodic or Special

YOB	P	U	L	H	E	M	S	Date Assigned
38	1	1	1	1	3	U	1	23 NOV 64

G. M. + W. en P/L
Signature of Medical Officer

INSTRUCTIONS TO REPORTING OFFICERS

1. The promotion of officers on the basis of merit and the eventual selection of officers to fill the higher ranks in the Army depend on the care and consideration exercised in the completion of this report.
2. Follow carefully the instructions contained in CAO 242-10 and in Annex 1 thereto.

strong sense of
responsibility &
"moral courage"??

PART II—REPORT ON OFFICER

Report on this officer with particular reference to the characteristics described in Annex 1 to CAO 242-10. It is not sufficient to use such sentences as "I have nothing to add to my remarks of last year". Each report must be complete in itself.

Reporting Officer ZF 4554 MAJOR KR MATTOCKS
(Regimental number, rank, initials, name in
BLOCK letters)

This young, physically fit officer plays team sports such as volleyball but is not by nature inclined toward athletics. He maintains fitness through exercises.

During his period of duty reported upon, Capt Jenkins has been Movement Control Detachment Commander at EL ARISH and BEIRUT, in which capacity he has been responsible for operations to Senior Movement Control Officer GAZA, who has submitted an efficiency report, attached. Capt Jenkins has been responsible to me for the administrative aspects of his detachments.

Capt Jenkins possesses strong senses of responsibility and moral courage. His military knowledge, limited by his short service to date, plus a hesitation to act in anticipation of direction, and strict adherence to previous orders, at first rendered his methods and solutions stiff and sometimes awkward, although effective and correct. During his tour he has become more relaxed and flexible in his thinking and learned to apply imagination and initiative to his problems.

Capt Jenkins always displays energy, persistence, loyalty and cooperation. He has handled his men fairly and with insight to their needs. His capacity for oral and written expression is above average for his experience. He is well motivated for service and is considered suitable for representational appointments.

His dress and deportment both on and off duty have been of a constant high standard.

Capt Jenkins has studied for and written Captain to Major Part I examinations in spring 1966. The results have not yet been received.

PART IV—CERTIFICATION BY THE RATING OFFICER

I certify that:

- (a) I am willing to accept this officer under my command in the rank and appointment for which I have recommended him.

or

- (b) ~~I am not willing to retain this officer under my command.~~

(Delete the certification which does not apply)

Rated Officer	
Initials	Date
29	9 Apr 66

Signature and Rank..... (KR Mattocks) Major

Appointment..... CO, 56 CDN Tpt Coy RCASC

Date..... 5 Apr 66

PART V—CERTIFICATION BY SUPERIOR OFFICERS:

Superior officers should comment on the views and recommendations expressed in Pts II and III adding any remarks they feel are appropriate. Include in your comments whether or not you agree with training and employment requested in Part I and recommendations in Part III.

- (a) I know this officer well ☒ fairly well ☐ slightly ☐ not at all ☐

Remarks:

Captain Jenkins is a young officer with considerable potential. I concur in his request for staff training. However, such training should take place after a period of experience in a field unit. I agree with the comments and recommendations in Parts II and III. He is also suitable for academic upgrading via post-graduate university study.

Rated Officer	
Initials	Date

Signature..... (CG Bell) Colonel

Appointment..... Commander

CDN ARMY CONTINGENT (UNEF)

Date..... 12 Apr 66

- (b) I know this officer well ☐ fairly well ☐ slightly ☐ not at all ☐

Remarks:

Rated Officer	
Initials	Date

Signature.....

Appointment.....

Date.....

- (c) I know this officer well ☐ fairly well ☐ slightly ☐ not at all ☐

Remarks:

Rated Officer	
Initials	Date

Signature.....

Appointment.....

17 Summary

- c. A general appraisal of the Officer's performance in support of the numerical assessments is to be made. When an evaluation is made in a shaded area, examples of performance are to be cited from the reporting period. These must be critical in the sense that they differentiate between extremely effective or ineffective performance and normal performance.

In the relatively short period that Captain Jenkins has served in his present position he has shown a great deal of promise. Quite understandably he has been handicapped by lack of experience in similar duties and this is largely the reason for the more average of the ratings given in para 16.

On the other hand he has combined a high level of intelligence, great keenness to work and to learn, and uncompromising loyalty in a manner which has steadily increased his effectiveness. In the interests of both self-improvement and of getting the work done in this very busy period he is regularly at his desk before 0800, rarely leaves before 1800, and very frequently works on Saturdays.

A rather overly-diffident manner is gradually disappearing as he gains experience and confidence - as reflected by the attached copy of a memorandum to Directorates which he prepared and circulated on his own initiative.

In summary, Captain Jenkins has demonstrated qualities of loyalty, intelligence, keenness, personality and energy which strongly suggest that further experience is all that is needed for him to become an outstanding asset to this or any other staff.

18. TRAINING AND EMPLOYMENT

State your recommendations regarding the next stage(s) of training for this Officer and his next posting.

a. Training:

I support the preferences as in para 14.

b. Posting:

As above

c. Employment (suitability for employment outside of normal service environment)

No recommendations

CONFIDENTIAL
(when any part completed)

19. COMPARATIVE ASSESSMENT:

How would you class this Officer in relation to others? Consider him against all officers who you have seen OVER THE YEARS in the same or similar employment, with the same rank and approximate seniority. Mark an X in the box opposite the words which describe him best. Then indicate in parentheses the number of Officers you placed in each category this year.

Unsatisfactory <input type="checkbox"/> ()	In the large group of Satisfactory Officers	Better Than most <input checked="" type="checkbox"/> (—)
Barely Acceptable <input type="checkbox"/> ()	Top Half <input type="checkbox"/> ()	Outstanding <input type="checkbox"/> ()
	Bottom Half <input type="checkbox"/> ()	

20. PROMOTION:

Do you recommend this Officer for promotion?

No ☐ Not Yet ☐ Yes (When Qualified) ☐ Yes ☒

If "Not Yet" or "Yes" (When qualified) explain.

21. If you are recommending promotion in Section 20

Indicate how rapidly you think this Officer should be promoted in relation to his contemporaries.

Less Rapidly ☐ As Rapidly ☐ More Rapidly ☒ Much More Rapidly ☐

22. If you are recommending promotion in Section 20 do you think he has the potential to be promoted to the rank and higher than that for which he is being considered?

No ☐ Not Sure ☐ Yes ☒

23. CERTIFICATION OF REPORTING OFFICER

a. I certify that on completion of this Report I have discussed with this Officer any of the faults recorded in Sections 16 and 17.

b. This Officer has served under my command or supervision for — years 7 months.

DATE	SIGNATURE <i>R.C. Weston</i>	R.C. WESTON AIR BRANKS DCPS	APPOINTMENT
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DEC 19 1967

PART III

(The Reviewing Officer will comment on the conclusions and recommendations above, add to them as necessary and sign. He will also CIRCLE his rating in RED where it differs from that of the Reporting Officer).

24. REVIEWING OFFICER

I know this Officer — Not At All ☐ Slightly ☐ Well ☐ Very Well ☐

DATE	SIGNATURE	RANK	APPOINTMENT
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PART IV

25. COMMENTS BY NEXT SENIOR OFFICER

I know this Officer — Not At All ☐ Slightly ☐ Well ☐ Very Well ☐

DATE	SIGNATURE	RANK	APPOINTMENT
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28 Dec 67

CONFIDENTIAL
(when any part completed)

CANADIAN FORCES
PERFORMANCE EVALUATION REPORT - OFFICERS

Change of
Reporting Officer

☒

Annual

☐

Posting

☐

Special

☐

Period From 30 Sep 67 To 8 Aug 68

PART I - OFFICER REPORTED ON IS RESPONSIBLE FOR THE COMPLETION AND ACCURACY OF SECTIONS 1 TO 15 INCLUSIVE.

1. Surname JENKINS		Initials G.R.	2. Service Number 431 737 287	3. Rank/Type of Commission/Date Promoted CAPT PC AUG 64	
4. List/Corps/Branch RCASC	5. Date of Birth 4 FEB 38	6. Marital Status M	7. Children (Sex/Age/School Grade)		
8. Unit CFHQ/CP/DGPS		9. Date TOS 15 MAY 67	10. Location of Family SUITE #3 21 CHERYL RD, OTTAWA 12, ONT		Date Moved MAY 67

11. Official Appointment
MILITARY SECRETARY TO DIRECTOR GENERAL OF PERSONNEL SERVICES

Primary Duties
**ACTING AS EXECUTIVE ASSISTANT TO DGPS
SUPERVISING THE CONDUCT OF CORRESPONDENCE FOR
THE DIVISION
ACTING AS CIVILIAN PERSONNEL LIAISON OFFICER
FOR THE DIVISION
PREPARING DIVISION DIRECTIVES AND INSTRUCTIONS
ENSURING DGPS' POLICIES AND PROCEDURES ARE
PROMULGATED THROUGHOUT THE DIVISION**

Secondary Duties
- SUPERVISING SECURITY FOR DIVISION

12. Military and Civilian Courses, Special Qualifications and Skills - Since Last Report.

NIL

13. Current Interests and Activities.

CAMPING/READING

14. Languages. Record fluency as FAIR (F) or GOOD (G).

Primary Language: **ENGLISH**

Other Languages:

Written

Fluency

☐

Spoken

Fluency

☐

15. Training and Employment: (A separate submission may be made if personal circumstances dictate a change before next Report).

a. Military or Civilian courses desired:

STAFF COLLEGE

b. Employment desired on next posting and alternative:

STAFF EMPLOYMENT

c. Factors affecting future postings:

NIL

Date

12 July 1968

Signature of Officer Reported on

W R Jenkins Capt

Summary

- c. A general appraisal of the Officer's performance in support of the numerical assessments is to be made. When an evaluation is made in a shaded area, examples of performance are to be cited from the reporting period. These must be critical in the sense that they differentiate between extremely effective or ineffective performance and normal performance.

Ca Captain Jenkins' most notable characteristics are his outstanding and unfailing attention to duty, and the complete loyalty and support he renders to his superiors. He applies himself wholeheartedly to his job, willingly putting in many hours of overtime, and as a result he has quickly mastered the requirements of his position and contributed greatly to the efficient functioning of the Division, as well as making himself invaluable as an executive assistant. His performance in this role is enhanced by his tact and spirit of cooperation, as well as by the respect which he engenders by his obvious knowledge of, and interest in, the work of the Division and its various Directorates.

Captain Jenkins is the kind of officer who is bound to make a real contribution to any organization in which he works. I would always be delighted to have him serve with me.

18. TRAINING AND EMPLOYMENT

State your recommendations regarding the next stage(s) of training for this Officer and his next posting.

a. Training:

Staff College recommended - would get a lot out of it.

b. Posting:

Continue Staff employment

c. Employment (suitability for employment outside of normal service environment)

No restrictions

CONFIDENTIAL
(when any part completed)

19. COMPARATIVE ASSESSMENT:

How would you class this Officer in relation to others? Consider him against all officers who you have seen OVER THE YEARS in the same or similar employment, with the same rank and approximate seniority. Mark an X in the box opposite the words which describe him best. Then indicate in parentheses the number of Officers you placed in each category this year.

Unsatisfactory	<input type="checkbox"/>	()	In the large group of Satisfactory Officers	Top Half	<input type="checkbox"/>	()	Better Than most	<input type="checkbox"/>	()
Barely Acceptable	<input type="checkbox"/>	()		Bottom Half	<input type="checkbox"/>	()	Outstanding	<input checked="" type="checkbox"/>	()

20. PROMOTION:

Do you recommend this Officer for promotion?

No ☐ Not Yet ☐ Yes ☐ (When Qualified) ☐ Yes ☒

If "Not Yet" or "Yes" (When qualified) explain.

21. If you are recommending promotion in Section 20

Indicate how rapidly you think this Officer should be promoted in relation to his contemporaries.

Less Rapidly ☐ As Rapidly ☐ More Rapidly ☒ Much More Rapidly ☐

22. If you are recommending promotion in Section 20 do you

think he has the potential to be promoted to the rank and higher than that for which he is being considered?

No ☐ Not Sure ☐ Yes ☒

23. CERTIFICATION OF REPORTING OFFICER

a. I certify that on completion of this Report I have discussed with this Officer any of the faults recorded in Sections 16 and 17.

b. This Officer has served under my command or supervision for _____ years 10 months.

DATE	SIGNATURE	R. C. WESTON RANK <u>Brigadier General</u> APPOINTMENT
	<i>R. C. Weston</i>	AUG 7 1968

PART III

(The Reviewing Officer will comment on the conclusions and recommendations above, add to them as necessary and sign. He will also CIRCLE his rating in RED where it differs from that of the Reporting Officer).

24. REVIEWING OFFICER

As above

I know this Officer - Not At All ☐ Slightly ☐ Well ☐ Very Well ☒

DATE	SIGNATURE	R. C. WESTON RANK <u>Brigadier General</u> APPOINTMENT
	<i>R. C. Weston</i>	AUG 7 1968

PART IV

25. COMMENTS BY NEXT SENIOR OFFICER

I know this Officer - Not At All ☐ Slightly ☐ Well ☐ Very Well ☐

DATE	SIGNATURE	RANK	APPOINTMENT
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JUL 1969

CONFIDENTIAL
(when any part completed)

CANADIAN FORCES
PERFORMANCE EVALUATION REPORT - OFFICERS

Change of Reporting Officer ☐

Annual ☒

Posting ☐

Special ☐

Period From 1 Aug 68 To 31 Jul 69

PART I - OFFICER REPORTED ON IS RESPONSIBLE FOR THE COMPLETION AND ACCURACY OF SECTIONS 1 TO 15 INCLUSIVE.

1. Surname <p style="text-align: center;">Jenkins</p>	Initials <p style="text-align: center;">G.R.</p>	2. Service Number <p style="text-align: center;">431 737 287</p>	3. Rank/Type of Commission/Date Promoted <p style="text-align: center;">Capt/PC/19 Aug 64</p>
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4. List/Corps/Branch <p style="text-align: center;">RCASC</p>	5. Date of Birth <p style="text-align: center;">4 Feb 38</p>	6. Marital Status <p style="text-align: center;">M</p>	7. Children (Sex/Age/School Grade) <p style="text-align: center;">None</p>
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8. Unit <p style="text-align: center;">CFHQ/CP/DGPR</p>	9. Date TOS <p style="text-align: center;">15 Nov 68</p>	10. Location of Family <p style="text-align: center;">Ottawa</p>	Date Moved <p style="text-align: center;">15 May 67</p>
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11. Official Appointment
Secretary to Director General Personnel Plans and Requirements

Primary Duties	Secondary Duties
Acting as Executive Assistant to DGPR	

12. Military and Civilian Courses, Special Qualifications and Skills - Since Last Report.

Political Science 100, Winter Semester 68/69 Carleton University.
Administrative Assistants' Course, Winter Semester 68/69 Carleton University.
Executive Secretaries' Course, Canadian Management Centre Toronto 26-28 Mar 69.

Current Interests and Activities.

reading, camping, canoeing

13. Languages. Record fluency as FAIR (F) or GOOD (G).

Primary Language: English

Other Languages:

Written _____

Fluency

☐

Spoken _____

Fluency

☐☐☐

14. Training and Employment: (A separate submission may be made if personal circumstances dictate a change before next Report).

a. Military or Civilian courses desired:

Staff College

b. Employment desired on next posting and alternative:

Staff employment

c. Factors affecting future postings:

None

15. Date

20 Jun 69

Signature of Officer Reported on

G R Jenkins

Summary
at CFHQ

c. A general appraisal of the Officer's performance in support of the numerical assessments is to be made. When an evaluation is made in a shaded area, examples of performance are to be cited from the reporting period. These must be critical in the sense that they differentiate between extremely effective or ineffective performance and normal performance.

Captain Jenkins is a most competent executive assistant who brings to the job an enquiring and orderly mind, a sense of dedication and loyalty to the extreme, and a marked ability to stay on top of all duties.

He has a flair for problems requiring interviews, library and file research and organization. He provides me with first-class background material for briefings and speeches and demonstrates a healthy imagination. He recently completed a complicated accommodation study for a reshuffle of directorates within the Branch: his recommendation was accepted by the Chief of Personnel. He also carried a large measure of the detailed organization for the recent visit of the US President's Commission on an All Volunteer Armed Force.

He gives me personal support to the point of embarrassment at times. He puts my welfare and office needs before his own personal life at all times. I have to order him to stay away if I come in to catch up in the evening or weekends: otherwise he is there with the office, safe, files open and ready for normal business.

Captain Jenkins screens all but the most routine incoming Division mail, judges what I should see before assignment, assigns or actions much himself and clears completed answers with me. Except for occasional refinement to detail, this work is exceptionally well done, and illustrates his willingness and ability to make decisions and accept a large order of responsibility.

Captain Jenkins seeks and uses every opportunity for self-improvement. As noted in Part I, para 12, he has been busy during the period with two courses specific to his present duties plus a credit course towards his MA. He is ambitious in a very positive sense and I would most sincerely hope that his next assignment goes beyond the scheduling of motor transport services.

If he has a staff weakness it is in his writing ability: it tends towards the stereotype and the superficial although his final university paper on an aspect of the Civil Service showed sparkling promise. He needs the writing-in-depth training of Staff College to capitalize on his exposure to the big picture at CFHQ; after SC he should be given the chance to be a creative staff officer, in his own right.

This very fine officer has much to offer.

18. TRAINING AND EMPLOYMENT

State your recommendations regarding the next stage(s) of training for this Officer and his next posting.

a. Training: **Staff College**

b. Posting: **Staff Employment: Ottawa area until April 1970 as first child was still-born in 68 and "second" expected in February 1970.**

c. Employment (suitability for employment outside of normal service environment)

Especially suitable for employment anywhere.

CONFIDENTIAL
(when any part completed)

19. COMPARATIVE ASSESSMENT:

How would you class this Officer in relation to others? Consider him against all officers who you have seen OVER THE YEARS in the same or similar employment, with the same rank and approximate seniority. Mark an X in the box opposite the words which describe him best. Then indicate in parentheses the number of Officers you placed in each category this year.

Unsatisfactory <input type="checkbox"/> ()	In the large group of Satisfactory Officers	Better Than most <input type="checkbox"/> ()
Barely Acceptable <input type="checkbox"/> ()	Top Half <input type="checkbox"/> ()	Outstanding <input checked="" type="checkbox"/> ()
	Bottom Half <input type="checkbox"/> ()	

20. PROMOTION:

Do you recommend this Officer for promotion?

No ☐ Not Yet ☐ Yes (When Qualified) ☐ Yes ☒

If "Not Yet" or "Yes" (When qualified) explain.

21. If you are recommending promotion in Section 20

Indicate how rapidly you think this Officer should be promoted in relation to his contemporaries.

Less Rapidly ☐ As Rapidly ☐ More Rapidly ☒ Much More Rapidly ☐

22. If you are recommending promotion in Section 20 do you think he has the potential to be promoted to the rank and higher than that for which he is being considered?

No ☐ Not Sure ☐ Yes ☒

23. CERTIFICATION OF REPORTING OFFICER

a. I certify that on completion of this Report I have discussed with this Officer any of the faults recorded in Sections 16 and 17.

b. This Officer has served under my command or supervision for _____ years 11 months.

DATE 10 Jul 69	SIGNATURE <i>G.R. Truemmer</i> G.R. TRUEMMER	RANK BGEN	APPOINTMENT DGPR
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PART III

(The Reviewing Officer will comment on the conclusions and recommendations above, add to them as necessary and sign. He will also CIRCLE his rating in RED where it differs from that of the Reporting Officer).

24. REVIEWING OFFICER

As above

I know this Officer - Not At All ☐ Slightly ☐ Well ☐ Very Well ☒

DATE 10 July 69	SIGNATURE <i>G.R. Truemmer</i>	RANK BGEN	APPOINTMENT DGPR
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PART IV

25. COMMENTS BY NEXT SENIOR OFFICER

Captain Jenkins is responsive to me as Branch Secretary in the general administration of the Branch. Also he has just completed a special project for me in planning, organizing and implementing a major shift in branch accommodation. I agree completely with DGPR remarks at 17(c) above. The support he has given me, his ability to analyse problems and get on with the job merit the high assessment at para 16.

I know this Officer - Not At All ☐ Slightly ☐ Well ☒ Very Well ☐

DATE 24 Jul 69	SIGNATURE <i>G.A. White</i> G.A. White	RANK	APPOINTMENT Branch Secretary
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JAN 30 1970

CONFIDENTIAL
(when any part completed)CANADIAN FORCES
PERFORMANCE EVALUATION REPORT - OFFICERSChange of
Reporting Officer☒

Annual

☐

Posting

☐

Special

☐Period From 31 July 69 To 4 January 70

PART I - OFFICER REPORTED ON IS RESPONSIBLE FOR THE COMPLETION AND ACCURACY OF SECTIONS I TO 15 INCLUSIVE.

1. Surname JENKINS		Initials G.R.		2. Service Number 431 737 287		3. Rank/Type of Commission/Date Promoted CAPT(L)/PC/19 August, 1964	
4. List/Corps/Branch RCASC		5. Date of Birth 4 Feb 38		6. Marital Status M		7. Children (Sex/Age/School Grade) Nil	
8. Unit CFHQ/CP		9. Date TOS 15 May 67		10. Location of Family Ottawa		Date Moved 15 May 67 (approx)	
11. Official Appointment Secretary to Director General Personnel Plans & Requirements							
Primary Duties Executive Assistant to Director General				Secondary Duties			

12. Military and Civilian Courses, Special Qualifications and Skills - Since Last Report.

Course in Problems in Public Administration Carleton University

Summer School 1969

Current Interests and Activities.

Reading, University night school

13. Languages. Record fluency as FAIR (F) or GOOD (G).

Primary Language: English

Other Languages:

Written

Fluency

☐

Spoken

Fluency

☐☐☐

14. Training and Employment: (A separate submission may be made if personal circumstances dictate a change before next Report).

a. Military or Civilian courses desired:

Staff College

b. Employment desired on next posting and alternative:

Staff Training or Staff Employment

c. Factors affecting future postings:

Wife expecting Feb/Mar 70

15. Date

1 Dec 1969

Signature of Officer Reported on

G Jenkins

c. A general appraisal of the Officer's performance in support of the numerical assessments is to be made. When an evaluation is made in a shaded area, examples of performance are to be cited from the reporting period. These must be critical in the sense that they differentiate between extremely effective or ineffective performance and normal performance.

In my opinion, this officer is the best Captain (L) personal assistant in CFHQ. Should we wish to include lectures on such employment within the Syllabus at Staff School, Captain Jenkins would be the prime candidate to design and present a series of this nature. In fact, CFHQ could well use his talents to brief new "aides" appointed to the Headquarters.

c, d, f, o. No matter what problem or project that required my personal attention, Captain Jenkins always anticipated the background needed, the personal contacts required, and invariably had a suggested program for solution. He never missed a deadline and he did his utmost to ensure that I met the same goal. During the last three months of 1969, when I was fully involved in a special project not related to my Division, Captain Jenkins coordinated the work of the directorates almost completely on his own. At the same time he undertook many special reading and research assignments to assist me in the "project." He is very thorough in all he undertakes.

e. Captain Jenkins showed great maturity beyond his experience and years in his personnel management of the Division orderly room and a turbulent stenographic pool. His orderly room staff suffered from a number of special and difficult personal problems: marital, finance, alcoholism, training. He showed patience and skill in tackling these situations and maintaining an effective team. At the same time he progressively reduced the size of the staff. Moreover, he accepted the challenge of making a steno pool work in the face of staff and individual opposition. Through his personal attention and arbitration, and support of the pool senior, he provided a very efficient steno service.

g. As I reported one year ago, I continually had to resort to deceit about my office hours to make him take some time off. Otherwise, if I chose to work on a weekend or a holiday, Captain Jenkins would be there with doors open, files set out, coffee made, and clerical assistance arranged.

k. In addition to the hours spent in support of the Service as indicated above, Captain Jenkins is working (successfully) toward his Masters Degree in Public Administration, attending university when possible two nights a week. Also during this reporting period, he completed an American Management Association course on "The Executive Assistant."

Captain Jenkins is a truly outstanding officer who is fully capable of assuming staff-officer duties in his own right. He is strongly recommended for promotion and for the Canadian Forces Staff College in September 1970.

18. TRAINING AND EMPLOYMENT

State your recommendations regarding the next stage(s) of training for this Officer and his next posting.

a. Training: Staff College as soon as possible.

b. Posting: Challenging staff employment.

c. Employment (suitability for employment outside of normal service environment) Very suitable for any type of representational employment.

CONFIDENTIAL
(when any part completed)

19. COMPARATIVE ASSESSMENT:

How would you class this Officer in relation to others? Consider him against all officers who you have seen **OVER THE YEARS** in the same or similar employment, with the same rank and approximate seniority. Mark an X in the box opposite the words which describe him best. Then indicate in parentheses the number of Officers you placed in each category this year.

Unsatisfactory <input type="checkbox"/> ()	In the large group of Satisfactory Officers	Better Than most <input type="checkbox"/> ()
Barely Acceptable <input type="checkbox"/> ()	Top Half <input type="checkbox"/> ()	Outstanding <input checked="" type="checkbox"/> ()
	Bottom Half <input type="checkbox"/> ()	

20. PROMOTION:

Do you recommend this Officer for promotion?

No ☐ Not Yet ☐ Yes ☒ (When Qualified)

If "Not Yet" or "Yes" (When qualified) explain.

21. If you are recommending promotion in Section 20

Indicate how rapidly you think this Officer should be promoted in relation to his contemporaries.

Less Rapidly ☐ As Rapidly ☐ More Rapidly ☐ Much More Rapidly ☒

22. If you are recommending promotion in Section 20 do you think he has the potential to be promoted to the rank one and higher than that for which he is being considered?

No ☐ Not Sure ☐ Yes ☒

23. CERTIFICATION OF REPORTING OFFICER

a. I certify that on completion of this Report I have discussed with this Officer any of the faults recorded in Sections 16 and 17.

b. This Officer has served under my command or supervision for 1 years 4 months.

DATE	SIGNATURE	RANK	APPOINTMENT
15 Jan 70	G.R. Truemner	B-Gen	(formerly) DGPR

PART III

(The Reviewing Officer will comment on the conclusions and recommendations above, add to them as necessary and sign. He will also CIRCLE his rating in RED where it differs from that of the Reporting Officer).

24. REVIEWING OFFICER

Captain Jenkins was responsive to me as SEC CP during the period under review; he now works directly for me. I fully support the views expressed above by General Truemner. Captain Jenkins is an extremely able officer who has the drive and capacity to rise to senior officer rank levels.

I know this Officer - Not At All ☐ Slightly ☐ Well ☐ Very Well ☒

DATE	SIGNATURE	RANK	APPOINTMENT
30 Jan 70	G.A. White		SEC CP

PART IV

25. COMMENTS BY NEXT SENIOR OFFICER

I know this Officer - Not At All ☐ Slightly ☐ Well ☐ Very Well ☐

DATE	SIGNATURE	RANK	APPOINTMENT